



CITY OF JUNCTION CITY REQUEST FOR PROPOSAL (RFP)

Purpose of RFP: The City of Junction City, Kansas is seeking professional services from qualified firms for design and bid services for the K-18 Trail Project, a multi-use trail with anticipated construction taking place in the summer of 2016.

Department: Municipal Services

Contacts: Department information and/or site visits can be arranged by contacting:

Kristofer Finger
Assistant City Engineer
(785) 238-3103 ext. 180
kristofer.finger@jcks.com

Site Visit Requirements: If desired.

Copy Requirements: Submit three (3) copies of proposal.

Due Date & Time: September 4th, 2015 by 3:00 pm

Submit To Address: All proposals shall be placed in a sealed envelope marked "K-18 Trail Project" and addressed to the following:

City of Junction City
Attn: Tyler Ficken, City Clerk
700 N. Jefferson Street
Junction City, KS 66441

Proposals can be mailed or dropped off at the City Clerk's desk on the 2nd floor of City Hall.

REQUEST FOR PROPOSALS
City of Junction City, Kansas
Municipal Services Department

Scope: The City of Junction City, Kansas is seeking professional services from qualified firms for design and bid services as described within this Request for Proposals. The project will include the preparation of detailed plans and specifications for Part B of the K-18 Trail Project, a multi-use trail with anticipated construction taking place in the summer of 2016 (see attached map). Note that KDOT's grant award extends the proposed Part B approximately 500' west to the existing interchange on/off ramps for a total Part B trail length of approximately 2,835'.

Scope of Services:

1. Funding for this project is provided by City funds and a Kansas Department of Transportation grant through the Transportation Alternatives Program (executed copy of agreement attached).
2. Review and analyze the proposed site including existing utilities and drainage.
3. Perform field survey work as needed to complete the project
4. General planning and design of the trail and associated features on this site that may be necessary to comply with the Architectural Barriers Act of 1968 and Section 504, Rehabilitation Act of 1973 and 1978, the Americans with Disabilities Act (ADA) of 1990, and AASHTO Standards: 2012 Guide for the Development of Bicycle Facilities.
5. Meet as necessary with City staff to refine the conceptual plan/preliminary design. Meet with KDOT and City Staff as needed to finalize design drawings.
6. Conduct one (1) public meeting with the general public for the purpose of presenting the preliminary design and schedule of the project.
7. Provide budget and construction costs estimates for the project with possible construction phasing recommendations to keep the project within budget.

8. Be responsible to obtain all permits from appropriate agencies including KDOT, Corps of Engineers, DWR, Wildlife and Parks and any other regulatory agency.
9. KDOT Specifications and bid items should be used when designing project.
10. Provide technical support to contractor during construction as needed to successfully complete the project (not construction engineering services.)

**Proposal
Requirements:**

Respondent Qualification: The respondent must be engaged in a viable professional consulting business licensed to practice in the State of Kansas, preferably with significant experience in community projects of a similar nature. The proposal should outline the firm's qualifications and experience in providing services related to the scope provided in this Request for Proposal.

Schedule: The proposal shall indicate a proposed schedule for completion of the project as well as an indication of the level of effort expected/required from City staff.

Proposal Format: To help achieve a uniform review process, proposals should be organized as follows:

1. Cover Letter
2. Project Approach
The Project Approach is a statement of the respondent's understanding of the scope of services and approach to designing the project. It should include proposed methodology, ability to meet the respondent's proposed timeline, proposed interaction with City staff and any other features of the respondent's ability to meet the scope of services;
3. Project Team Qualifications
Qualifications and experience of the firm including information on the specific persons who are expected to work with City staff on this project.
4. Similar Project Resumes
Demonstrate experience of the firm with similar types of projects;
5. Client References
At least three (3) and not more than five (5) references of similar projects shall be provided in the proposal. The respondent shall provide the name, address, telephone number and title of a contact person familiar with the projects and whom the City of Junction City can contact.
6. Cost Proposal

Provide hourly rates of project team and number of hours to complete the project per task as respondent envisions project with a total design fee (Written as a limit not to exceed).

Selection

Process:

Evaluation guidelines. The award of the contract for consultant services will be evaluated and based upon, but not necessarily limited to, the following criteria:

- Project Understanding
- Qualifications, background, and prior experience of the consultant in performing similar work
- Demonstrated performance in customer service
- Cost Proposal.

Upon receipt of proposals, a committee of City Staff will review proposals and determine which firm best meets the requirements of the project. Terms of the contractual agreement will be negotiated with the successful respondent. The City Commission will make the final decision on which consultant will be selected.

The City of Junction City reserves the right to reject all proposals or any proposal not complying with the requirements outlined in this Request for Proposals, or any proposal not in the best interest of the City of Junction City.

The selected consultant shall furnish the City with Certificate(s) of Insurance which name the City as additional insured in an amount as required by the City of Junction City.